

Report

Standards Committee



Part 1

Date: 1st November 2018

Item No: 11

Subject Community Council Review

Purpose To advise Committee of the comments received in response to the community council review.

Author Head of Law and Regulation

Ward General

Summary As part of the Forward Work programme, Standards Committee have agreed to undertake a periodic review of local community councils to check that statutory registers are being properly maintained and procedures for declarations are being followed. A letter was sent by the Monitoring Officer to all 14 community council Clerks in January 2018, asking about the arrangements for maintaining and publishing statutory registers and any training and development needs. Further reminder letters were sent in April 2018 and 12 out of the 14 community councils have now responded. Copies of the responses received to date are attached.

Proposal To note the Report and agree any further action

Action by Head of Law and Regulation

Timetable Immediate

Background

1. As part of the Forward Work programme, Standards Committee have agreed to undertake a periodic review of local community councils to check that statutory registers are being properly maintained and procedures for declarations are being followed. The review is also intended to engage with community councils to ensure compliance with the ethical framework and to identify any training and development needs.
2. A letter was sent by the Monitoring Officer to all 14 community council Clerks in January 2018, asking whether:-
 - (a) they had adopted the new Model Code of Conduct before 26th June 2016, as required by the legislation;
 - (b) all of their councillors had signed a declaration to abide by the new Code;
 - (c) arrangements are in place for maintaining and publishing statutory registers and who they had designated as the responsible "proper officer".
 - (d) Agendas, minutes and other documents are being published electronically;
 - (e) they have adopted any local resolution protocols
 - (f) they have any identified training and development needs.
3. Nine responses were originally received and reminder letters were sent to the Clerks in April 2018. A further 3 responses have since been received, making a total of 12 out of the 14 community councils.
4. Copies of the 12 responses received to date are attached. Only Michaelstone –Y- Fedw and Redwick Community Councils have failed to respond.
5. All of the responding councils have made arrangements to maintain and publish the registers, as required by the Local Government Act 2000 and the Local Government (Wales) Measure and are, therefore, complying with their statutory duties. The Community Council Clerks have been designated as "proper officers" for this purpose. All of their Members have also signed their undertakings to abide by the Code of Conduct.
6. Most of the responding Councils have adopted the "One Voice Wales" model local resolution protocol.
7. Most of the Councils also publish their agendas and minutes electronically, on their websites, but some of the outlying rural communities have problems with internet connectivity and only publish them in hard copy.
8. They have not identified any specific training needs or ethical standards problems. Most training has been delivered through a mix of One Voice Wales and Newport City Council. But there appears to be a general consensus that further refresher training at a joint session of the community councils would be beneficial, particularly for newly co-opted members.

Financial Summary

9. There are no financial implications.

Options Available

10. To note the Report and agree any further action required

Comments of Chief Financial Officer

11. There are no financial implications.

Comments of Monitoring Officer

12. Included in the Report.

Staffing Implications: Comments of Head of People and Business Change

13. There are no staffing or policy implications.

Dated: 25th October 2018

COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE

GOLDCLIFF COMMUNITY COUNCIL

1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).	Adopted 14 June 2016
2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.	Yes by All Councillors in office 14 June 2016 Subsequent Co-option 21 February 2017 (1) All Council following contested elections May 2017 (2 changes) Declarations duly signed 16 May 2017 and Monitoring Officer advised GCC were compliant
3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.	Yes they have 16 May 2017
4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?	The Register is updated annually, usually at the AGM. The Clerk is designated as the Proper Officer and organises completion of the usual declarations. The register is available for inspection at any time if requested
5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?	GCC has a website but has had some problems including the continual unavailability of our website provider. It as has come to the end of its initial 5 year span with updating and new website provider currently being addressed.
6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?	GCC are well aware of the requirements to publish information electronically and when the requirements were introduced they were compliant. Due to the above problems and the fact that much of Goldcliff was without broadband for most of last year. We have continued to depend upon our static noticeboard which is regularly updated with information which might otherwise be circulated electronically
7. Have your Community Councillors received any	Three have been trained

<p>training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales?</p> <p>If so, how many of them have been trained?</p> <p>How was the training provided:-</p> <ul style="list-style-type: none"> - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales. 	<p>By NCC One by NCC One by OVW</p>
<p>8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?</p>	<p>The Chair has reminded several times that members should attend CofC training particularly recommending the NCC course which ran a few years ago</p>
<p>9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?</p>	<p>There are no particular problems with the standards of ethical behaviour other than the apparent reluctance to attend appropriate training. Intention to do so was expressed last year by two members but they have not put themselves forwards to date.</p>
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	<p>Option 2</p>
<p>11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?</p>	<p>Yes</p>
<p>12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?</p>	<p>Possibly making Code of Conduct Training mandatory</p>

COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE

Response from Graig Community Council 26th January 2018

1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).	Adopted on 30 March 2016
2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.	All Councillors signed new declarations to abide by the member code of conduct at 10 May 2017 Council AGM
3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.	As above
4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?	The Clerk is the designated proper officer and maintains the register. The register is published on Council's website and is updated if changes are made. The records are held by the Clerk and are available for inspection by arrangement with the Clerk
5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?	Yes, the register is on our website and is updated as and when new information is presented to the Clerk.
6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?	Yes, we publish all minutes, agendas and Clerk's reports for meetings. Also Councillor & Clerk profiles for each member stating name, photo ID (in most cases), political affiliations, contact details, ward representation, which groups or committees each sits on and a short personal biography.
<p>7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales?</p> <p>If so, how many of them have been trained?</p> <p>How was the training provided:-</p> <ul style="list-style-type: none"> - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales. 	12 of our 15 have been trained on the code of conduct. 3 newest Councillors are yet to be trained. We have relied on the City Council to invite our Councillors to training and as yet there has been no opportunity for the newest Councillors to attend. Each Councillor is given a copy of the code of conduct at the induction stage along with the recommended Good Councillor Guide. Council has not engaged any external training other than that given by the City Council to date.

<p>8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?</p>	<p>I believe all would find this beneficial, as would I, particularly our newest Councillors. There are no areas of particular concern except longer serving Councillors would probably benefit most from learning more about the latest changes made to the Code and any resulting effects.</p>
<p>9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?</p>	<p>No</p>
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	<p>Yes please, Either dedicated training sessions or joint sessions would suit us best. My workload is heavy. Attending and then cascading training to Members would be more time consuming. If this was the only option, we would obviously not refuse it.</p>
<p>11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?</p>	<p>Not as yet, we are currently reviewing all our policies and procedural documents which will be completed and approved no later than 28 March 2018. This will be added to our suite of documents and will be adopted at that time along with the new Data Protection policy that must be adopted by 25 May 2018</p>
<p>12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?</p>	<p>No</p>

COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE
LANGSTONE CC

1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).	12/04/2016
2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.	Confirmed
3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.	Confirmed
4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?	The Clerk is the Proper Officer. Each Councillor's Declaration of Interests is published on the Council's website. Signed paper copies are held at the Council's office.
5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?	Yes, each Councillor's Declaration of interests is published on the website and updated whenever there is a change
6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?	Yes. <ul style="list-style-type: none"> • Information about the council's clerk and Members – contact details, membership of Committees • Agendas and Minutes of council meetings • Audited statement of the council's accounts. • Public notices such as vacancies in the role of Councillor or Notices of rights to view accounts
7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales? If so, how many of them have been trained? How was the training provided:- - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales.	Yes, all 7 Councillors (except one newly co-opted Councillor) have attended Code of Conduct training. Training was provided either by NCC or by One Voice Wales

<p>8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?</p>	<p>There are no specific issues currently. I have requested training for the newly co-opted Councillor</p>
<p>9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?</p>	<p>No</p>
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	<p>Yes – a joint session with other Community Councils</p>
<p>11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?</p>	<p>Yes</p>
<p>12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?</p>	<p>No</p>

COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE
LLANVACHES CC

1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).	21 st June 2016
2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.	Confirmed
3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.	Confirmed
4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?	Maintained by the Clerk and updated after every meeting where applicable. Available on the website.
5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?	Updated as and when interests are declared
6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?	All statutory information as required is published
<p>7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales?</p> <p>If so, how many of them have been trained?</p> <p>How was the training provided:-</p> <ul style="list-style-type: none"> - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales. 	Not that I am aware of
8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?	All areas as a refresher

9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?	No
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	A joint session for Councillors with other community councils
11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?	No
12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?	No

COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE
MARSHFIELD CC

1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).	12 th April 2016
2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.	Confirmed
3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.	Confirmed
4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?	<p>Council Members are required by the Clerk to complete the Register of Interests form, as used by Newport CC, on taking office.</p> <p>The Clerk acts as the Proper Officer to hold the completed forms and arrange any amendments advised by Members. The hard copy file of the Register of Interests is made available for public inspection at each Council meeting and at other times is available to view on request.</p>
5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?	Not included in the website.
6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?	<p>Marshfield CC has a website. Public notices are published on the website. E.g. Vacancy notices, audit notices, meeting notices.</p> <p>The agenda and minutes of Council meetings are published on the website.</p>
<p>7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales?</p> <p>If so, how many of them have been trained?</p> <p>How was the training provided:-</p> <p>- Informally, as part of their induction</p>	<p>No specific external training for current Council Members.</p> <p>Councillors are provided with the Code of Conduct and the Public Services Ombudsman's guide when taking their seat.</p>

<ul style="list-style-type: none"> - By the City Council - By an external training provider e.g. One Voice Wales. 	
8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?	Not sure
9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?	There are no problems with Ethical behaviour at the moment. The most likely from past experience is clarity on interests but each case will be reviewed as it arises and advice from the Newport City Council Monitoring Officer.
10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training? <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	Not sure
11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?	Adopted unamended on 12 th September 2017.
12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?	No.

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COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE
LLANWERN CC

1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).	31 st May 2016
2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.	yes
3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.	yes
4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?	Annually Clerk
5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?	no
6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?	yes
7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales? If so, how many of them have been trained? How was the training provided:- - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales.	yes all City Council
8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?	no

9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?	no
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	
11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?	yes
12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?	

COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE

NASH CC

1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).	Adopted in Community Council meeting on 2.6.16
2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.	All Community Councillors have signed a written declaration
3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.	All Community Councillors have signed a register of financial and other personal interests
4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?	The clerk is the designated proper officer and the records are kept with the clerk. Information is on the website for public inspection. Declaration of any interests on each meeting agenda
5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?	Register of Members interests is on the Community Council website. Is updated as and when required and declaration of interest forms completed at AGM
6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?	Information required under 2013 Act is published. Includes information about clerk, councillors, minutes, agendas, audit statements of accounts and public notices
7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales? If so, how many of them have been trained? How was the training provided:- - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales.	Community Councillors have not received any formal training at present. An induction pack on code of conduct is given to each new Councillor
8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?	Community Councillors would welcome refresher training.

9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?	No
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	Joint session with Community Councils
11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?	Nash Community Council adopted the Model Local Resolution Protocol for Community and Town Councils on 7.12.17
12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?	No

COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE
RESPONSES FROM WENTLOOGE CC

1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).	Yes
2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.	Yes
3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.	Yes
4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?	Proper Officer is Josie Yeo (Clerk) Register Inspection can be requested via email or website to the Clerk Register held in Clerk's residence
5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?	No Not updated. Taken down as advised not necessary
6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?	Yes
7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales? If so, how many of them have been trained? How was the training provided:- - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales.	Yes 7 OVW & Newport CC
8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?	Yes. WCC arranging bespoke course via OVW

9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?	No
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	<p>Bespoke</p> <p>Yes</p> <p>Yes</p>
11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?	Yes
12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?	No

COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE
COEDREFNEW COMMUNITY COUNCIL

1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).	7 June 2016
2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.	Yes
3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.	Yes
4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?	The clerk maintains the register and they are kept at the clerks office/home
5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?	Will be put on shortly as we have a new website, as necessary.
6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?	Minutes, notice of meetings, dates of audit and notice of audit
<p>7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales?</p> <p>If so, how many of them have been trained?</p> <p>How was the training provided:-</p> <ul style="list-style-type: none"> - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales. 	<p>One member City Council trained (chairman)</p> <p>All other councillors trained informally.</p>
8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?	Yes refresher courses would benefit members who are able to attend

9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?	No
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	Yes, clerk or chairs could carry out training for their members.
11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?	Yes
12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?	

**COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE**

ROGERSTONE COMMUNITY COUNCIL

1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).	The 2016 May AGM of RCC
2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.	Yes
3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.	Yes
4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?	Clerk to the Council & records held at Tydu Community Center. Appointment necessary to view at the above premises.
5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?	Yes, updated when notified of change of circumstances by Members & at election \ cooption as necessary
6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?	Please see website
7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales? If so, how many of them have been trained? How was the training provided:- - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales.	Invitation issued to Members, but not aware of any take up
8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?	None requested

<p>9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?</p>	<p>Not aware of any</p>
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	<p>Yes, will offer to Members as it becomes available</p>
<p>11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?</p>	<p>Yes</p>
<p>12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?</p>	<p>No</p>

BISHTON COMMUNITY COUNCIL
ETHICAL STANDARDS QUESTIONNAIRE RESPONSE

1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).	Adopted 5th October 2016
2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.	Confirmed
3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.	Confirmed
4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?	The Clerk is the designated officer, the records are held by the Clerk and are available for inspection by arrangement. Scanned copies are visible on the Bishton CC website as part of Councillor details.
5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?	Register published on the website, updated as and when changes are made by Councillors.
6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?	The Clerk publishes all minutes and agendas for meetings on the Council website. Also Councillor & Clerk profiles for each member stating name, photo ID (in some cases), audited statement of the council's accounts and public notices such as vacancies in the role of Councillor.
<p>7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales?</p> <p>If so, how many of them have been trained?</p> <p>How was the training provided:-</p> <ul style="list-style-type: none"> - Initially, as part of their induction - By the City Council - By an external training provider 	<p>Yes, 6 of our 11 Councillors have attended Code of Conduct training provided by NCC.</p> <p>In addition, each Councillor is given a copy of the Code of Conduct on taking office and signs to give an undertaking they have read and will comply with the code.</p>

<p>8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?</p>	<p>There are no specific issues currently though refresher training would probably be beneficial for both newer and long serving Councillors (and myself as a new Clerk).</p>
<p>9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?</p>	<p>No.</p>
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	<p>Yes – a joint session with other Community Councils would be appropriate.</p>
<p>11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?</p>	<p>Yes.</p>
<p>12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?</p>	

COMMUNITY COUNCILS ETHICAL STANDARDS QUESTIONNAIRE

PENHOW COMMUNITY COUNCIL

1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).	14th May 2016. (Min. Ref 6623.2).
2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.	YES.
3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.	YES.
4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?	Hard copy records held by the CC Clerk (proper officer). Records available for inspection on request to the Clerk.
5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?	YES. Reviewed annually. - updated when nec.
6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?	Agenda Minutes, Audit Reports, Councillor contact details
7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales? If so, how many of them have been trained? How was the training provided:- - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales.	YES. 5 Officers trained by NCC
8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?	Yes - probably general refresher training

<p>9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?</p>	<p>No.</p>
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	<p>We have never experienced behaviour problems and I believe a joint-session with other CC's for the Clerk (or nominated Councillor) would be sufficient.</p>
<p>11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?</p>	<p>Not formally - but Clerk retains a copy on file for reference in case of need.</p>
<p>12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?</p>	<p>No - we have no experience of such issues.</p>